MEMORANDUM

DATE: April 2015

TO: Administration District Employees, which include the following areas: Office of the President, Research, Institutional Advancement, General Counsel, Chief Administrative and Financial Office, Government Relations, Marketing and Communications and all areas that report to them.

FROM: Administration District Staff Excellence Awards Team

SUBJECT: 2015 University of Utah District Staff Excellence Awards

We are pleased to announce nominations are now being accepted for the 2015 Administration District Staff Excellence Awards (DSEA). There will be five awards given in our district. A total of 24 DSEA winners will be selected from five Districts: Academic Affairs, Academic Health Sciences, Administration, Hospitals & Clinics, and Student Affairs. In addition to receiving the District Staff Excellence Award, the selected employees will have their names forwarded as nominees for one of six University Staff Excellence Awards (USEA). All 24 DSEA recipients will be recognized at a special luncheon where the six USEA winners will be announced. Each USEA recipient will receive a $5,000 honorarium and a special plaque. A perpetual plaque with the names of all USEA recipients is displayed in the Human Resources Building at 420 Wakara Way.

This prestigious awards program is to recognize superior service and ongoing contributions by the University’s full-time staff. Nominees must have a minimum of three years continuous service to the University of Utah by the nomination deadline to be eligible. Please evaluate your nominee carefully, referring to the “Criteria for Nominations” attached to this memorandum, and select someone truly deserving of this important University recognition. Faculty, director-level staff and above, part-time hourly employees, UU Staff Council members, and District Award team members are not eligible for this award.

You may nominate anyone in the Administration District, or any other District who meets the eligibility criteria. Please indicate on the form which District Staff Award the staff employee is being nominated for.

The deadline for nominations is 5 p.m. on June 19, 2015.

Ann Holbrook, Chair
Administration District
Administrative Services
209 Park
ann.holbrook@admin.utah.edu

TEL: 581-6404
FAX: 581-4972
Nominees for these awards must have at least 3 years of continuous service to the University of Utah (by the nomination deadline) and be current FULL-TIME STAFF employees (0.75 FTE or greater) in good standing to be nominated. Nominators should check with their payroll reporters to obtain the nominees’ (1) Employee ID and (2) date of full-time hire. This information must be included on the nomination form.

Faculty, director level staff and above, part-time hourly employees, UU Staff Council members, and District Award team members are not eligible for this award.

This award recognizes superior performance in the following areas:

**SERVICE**

- Demonstrates exceptional ability in quality of work, proficiency, initiative, skills in dealing with people, dependability, and creativity (quality of work as measured against the type of work being performed).
- Exhibits a high degree of the following:
  - teamwork
  - positive attitude
  - willingness to cooperate
  - ability to relate to others (colleagues and students) in a manner that reflects well upon the University.
- Shows ongoing desire for improvement.
- Has a knowledge and understanding of the University and its functions.
- Establishes and maintains effective working relationships/communication with co-workers, leadership, and internal/external customers.

**COMMITMENT**

- Service to the University demonstrates an attitude of ongoing commitment to assist the University in achieving its mission.
- Contributions have long-lasting benefits to the individual and the University community.
- Supports and participates in departmental/University initiatives.

Nominations may be made by faculty or staff members on the following form, submitted by campus mail, e-mail as an attachment or fax. An electronic submission is also available.

It is important that nominations be received no later than 5:00 p.m., June 19th by:

Ann Holbrook, Chair  
Administration District  
Administrative Services  
209 Park  
ann.holbrook@admin.utah.edu

TEL: 581-6404  
FAX: 581-4972
Please TYPE or PRINT. Please provide all information.

Name of Nominee ________________________________        Employee ID # ______________
Present Position ________________________________        Telephone # ______________
Department ________________________________        Date of Full-Time Hire ______________
Nominee’s Supervisor ________________________________        Supervisor’s Phone # ______________

MARK ONE:

This person works in my District and is being nominated for the Administration Staff Excellence Awards __________

This person works in a different District and is being nominated for the District Staff Excellence Awards __________ Insert District Name __________

Referring to the attached Criteria for Nominations, please respond to the following questions. Where possible provide specific examples that clearly demonstrate how the nominee’s actions/attitude reflects excellent service and commitment. If you require additional space, please attach no more than one single-sided sheet.

SERVICE EXCELLENCE:

1. What traits does the nominee exemplify that results in superior work performance? Is there some special achievement that should be recognized by this award? Please describe.
COMMITMENT TO UNIVERSITY:

2. How does the nominee assist the department/institution in contributing to long-lasting benefits in the University community?
2015 University of Utah
Administration District Staff Excellence Awards
NOMINATION FORM

Nominated By ____________________________________________ Telephone ____________
Nominator's Signature ____________________________________ Department ____________

SUBMIT TO: Ann Holbrook, Chair
Administration District
Administrative Services
209 Park
ann.holbrook@admin.utah.edu

TEL: 581-6401
FAX: 581-4972

Nominations must be received no later than 5:00 p.m. on June 19th by CAMPUS MAIL, E-MAIL as an attachment, FAX, or electronic submission. Please make sure your nomination forms are complete.